Overview:

The reporting approach for the NC E-Procurement Service contains several components. The approach will leverage the following: (1) the standard reports delivered with the application software for gathering operational data to support the procurement process, (2) an ad-hoc reporting infrastructure to use for more complex analysis, and (3) the continued use of applicable legacy system purchasing reports (such as NCAS purchasing reports). Both the NC E-Procurement Service and legacy purchasing reports will be available to all E-Procurement Service users once the service goes live. The ad-hoc reporting capability will initially be rolled out to a Central Reporting Team made up of individuals from Office of the State Controller (OSC), Department of Administration [including Purchase and Contract (P&C) and HUB], Information Technology Services (ITS), and the *NC @ Your Service* reporting team. Within one year of initial implementation of the E-Procurement Service, the ad-hoc reporting environment will be made available for use by other state entities. The state's Central Reporting Team will be responsible for rolling out this capability to the state entities.

NC E-Procurement Standard Reports

The NC E-Procurement Service was designed to provide users with access to a variety of standardized / pre-configured reports based on the procurement information captured in the system. The reporting interface makes reporting on the data an easy and intuitive process.

The NC E-Procurement Service standard reports offer a choice in the output format. The filter controls the output format for the report. There are three options available for viewing each report – HTML format, flat file format, or Microsoft Excel extraction. All formats may be downloaded and saved for integration into a third-party data manipulation tool or may be kept electronically for future use.

The NC E-Procurement Service will utilize twelve standard reports to provide operational data to the system users.

In general, report users will be restricted to view only data relevant to their entity. However, there are a few user groups that will have the ability to view data across multiple state enities. The OSC, DOA (P&C and HUB), ITS, and the *NC @ Your Service* reporting team will have cross-entity reporting capabilities. This group has the need for such capability to fulfill their statutory funds management obligations and to analyze state spend in order to negotiate the most favorable terms with state vendors. In addition, some state entities that have management responsibilities over multiple entities (such as the Department of Health and Human Services) will have cross-entity reporting capabilities for each of the state entities under their central management.

The following section describes the standard reports that will be available through the NC E-Procurement Service, and lists the data elements, filters, and sorts provided.

Requisition Reports

Requisition Detail

Purpose: Summarizes a group of requisitions, showing both header and line item detail.
Data elements reported: Requisition No., Requisition Title, Requisition Total, Status, Quantity, Unit of Measure, Unit Price, Requester, Extended Price, Grand Total of Extended Price, Bill-To Address, Ship-To Address, Submit Date, Item No., Item Description, Supplier, PO No., Commodity Code, Need-By Date, (North Carolina specific chartfields) Entity, Company, Account, Fiscal Year, Center, Project Company, Project Code
Filters: Entity, On Behalf Of, Status, Submitted Date
Sort: Requisition No.

Requisition Summary

Purpose: Provides a summary of requisitions submitted during a particular time period.
Data elements reported: Requisition No., Requester, Title, Submitted Date, Preparer, Status, Requisition Total
Filters: Entity, On Behalf Of, Status, Submitted Date
Sort: Requisition No.

Commodity Details

Purpose: Provides a list of every line item included on the selected requisition(s).
Data elements reported: Line Item Description, Quantity, Unit Price, Extended Price, Commodity Code
Filters: Entity, On Behalf Of, Commodity Code, Status, Submitted Date
Sort: Commodity Code

Requisitions to be Approved

Purpose: Provides a list of only the requisitions waiting for approval or the requisitions that have been explicitly denied.
Data elements reported: Requisition No., Requisition Title, Requisition Total, Status, Approver
Filters: Entity, On Behalf Of

Receiving Reports

Items Received

Purpose: Provides a summary of the number of line items received in a given time period, listing items received by a particular user.
Data elements reported: Supplier, No. of Items Accepted, No. of Items Rejected, Total Amount Accepted, Grand Total of Amount Accepted, Item No., Item Description, Order No., Requisition No., Order Date, Received-On Date
Filters: Entity, On Behalf Of, Supplier Name, Date

Overdue Orders

Purpose: Provides a list of purchase orders that are overdue, in the sense that the order should have been received but has not yet been marked as received.
Data elements reported: Order Date, Due Date, Status, Number Received, Amount Due
Filters: Entity, Supplier Name, Ordered Date, Due-On Date

Sort: Supplier / Order ID

Orders Due Soon

Purpose: Provides a list of items that should arrive soon, based on the expected due date.
Data elements reported: Order Date, Status, Requester, Order ID, Item No. and Description, No. of Items Due, No. of Items Received, Dollar Amount Due, Need by Date
Filters: Entity, Supplier Name, Ordered Date, Due-on Date
Sort: Supplier / Order ID

Items Not Yet Received

Purpose: Provides a summary of items that have been ordered but not yet marked as received.
Data elements reported: Order ID, Requester, Status, Order Date, Need by Date, No. of Items Received, No. of Items Due, Item No. and Description
Filters: Entity, On Behalf Of, Supplier Name, Ordered Date
Sort: Supplier / Order ID

ROI Reports

Requisition Average Cycle Time Analysis

Purpose: Provides the average time it takes to approve requisitions based on the total requisition amount.
Data elements reported: Requisition Size, Average Days for Requisition, Number of Requisitions, Requisition Total
Filters: Entity, Submitted Date
Sort: Requisition Size

Requisition Volume Over Time

Purpose: Displays a graph of month over month, total dollar amount of requisitions that have been submitted.
Data elements reported: Year-Month, Count of Line Items, Requisition Total, Requisition Average
Filters: Entity, Submitted Date
Sort: Year-Month

Catalog vs. Non-Catalog Items

Purpose: Displays a graph of month over month, total dollar amounts of items ordered from the catalogs or selected ad hoc.
Data elements reported: Year-Month, Order Type, Count of Line Items, Order Total
Filters: Entity, Submitted Date
Sort: Year-Month / Requisition Order Type

Order Reports

Note: For the initial implementation, users will have the ability to specify an unrestricted date range. In the event that this approach results in performance issues to the production database, the Ordered Date filter may be modified to only permit a limited date range filter.

Order Summary by Supplier

Purpose: Provides a summary of orders based on supplier, entity and commodity.
Data elements reported: Supplier Name, Order ID, Requisition No., Commodity Code, Extended Price, Ordered Date
Filters: Entity, Supplier Name, Commodity Code, Ordered Date
Sort: Supplier/Entity

The following chart illustrates the reports and the roles that will receive access to each report.

	Roles						
	Catalog Requestor	Non Catalog Requestor	Non Integrated Buyer	Approver/ Supervisor/ Req Editor	Purchasing Agent	Chief Procurement Officer	Central Receiver
Requisition Detail	v	v	v	v	v	v	v
Requisition Summary	v	v	v	v	v	v	v
Commodity Details			v		v	v	
Requisitions to be Approved	v	v		v	v	v	
Order Summary by Supplier			v		v	v	
Items Received	v	v		v	v	v	v
Overdue Orders	v	v		v	v	v	v
Orders Due Soon	v	v		v	v	v	v
Items Not Yet Received	v	v		v	v	v	v
Requisition Average Cycle Time Analysis					v	v	
Requisition Volume Over Time			v		v	v	
Catalog vs. Non-Catalog Items					v	v	

Ad hoc Reporting Approach

In addition to providing the standard reports, the NC E-Procurement Service reporting approach includes the use of an ad hoc reporting tool to provide a robust reporting solution that does not impact the performance of the production processing environment.

With the initial implementation of the E-Procurement Service, ad hoc reporting capabilities will be deployed to a central group of users from OSC, P&C, ITS, and the *NC @ Your Service* reporting team. Requests from the public, the legislature, and the media for custom developed reports will be handled in the same manner as in the past. The entity receiving the request (usually P&C or OSC) will develop the requested report using the ad hoc reporting tool.

During the first year of production the ad hoc reporting environment will offer five predefined reports. Three of the reports designed will be deployed with the November 1, 2001 release of the E-Procurement Service, and the remaining two reports will be deployed by the end of of calendar year 2001. These reports will initially be accessible to only the central reporting group (OSC, P&C, ITS, *NC @ Your Service* reporting team). Other entities needing access to the two listing reports before the general rollout of ad hoc reporting capabilities to the entities may request access to these reports on an as needed basis from the E-Procurement help desk. Within one year of initial implementation of the E-Procurement Service, the ad-hoc reporting environment will be made available for use by other state entities. The state's Central Reporting Team will be responsible for rolling out this capability to the state entities. Once access to the ad hoc reporting environment is opened up to state entities, access to individual reports will be based on user type and organization (entity).

The predefined reports that will be offered in the ad hoc reporting environment for the initial rollout of the NC E-Procurement Service are as follows:

- Vendor Listing by Commodity and Category
- Commodity and Vendor Listing
- Spend by Purchase Type.

In addition, the following two predefined reports will be available by the end of calendar year 2001:

- HUB Report
- Recycled Content Report.

Below is a description of each of the standard reports available in the ad hoc reporting environment:

Vendor Listing by Commodity and HUB Category

Purpose: The Vendor Listing by Commodity and Category report will provide a means for listing vendors by category and by the commodities that each vendor supplies. The report will allow users to view the HUB categories in which each vendor belongs and will allow the user to see which vendors meet specified HUB guidelines. Users can also identify vendors by other categories such as Small Business, Disabled Business Enterprise, Non-profit work center for the blind and severely disabled, etc.
Data Elements Reported: Commodity Code, Vendor HUB Category, Vendor Name, Vendor Tax ID.
Filters: Commodity and / or category
Sort: Commodity and Vendor

Commodity and Vendor Listing

Purpose: The Commodity and Vendor Listing report will provide a listing of all the commodities that a vendor supplies.
Data Elements Reported: Vendor Name, Vendor Tax ID, Commodity Code, Commodity Description
Filters: Supplier or Commodity
Sort: This report will offer the ability to dynamically sort the information by any field, based on the user's requirements for the data.

Spend by Purchase Type

Purpose: This report will illustrate spend for statewide term contracts, agency-specific term contracts, convenience contracts, and non-contracted goods. Based on the

organization, date, and order type parameters entered, the report will return a listing of the line items and total amount spent.
Data Elements Reported: Entity, Purchase Type, Year / Month, Commodity Code, Commodity Code Description, Count Line Items, Order Total
Filters: Entity, Purchase Type, Time Dimension
Sort: This report will offer the ability to dynamically sort the information by any field, based on the user's requirements for the data.

Historically Underutilized Business (HUB) Report (available by end of calendar year 2001)

Purpose: The HUB Report is a quarterly report submitted to the Governor's Office, with an annual report submitted at the end of the fourth quarter. The E-Procurement Service's HUB Reporting capability consists of two reports – the HUB extract file and the HUB Purchasing Detail Report. The HUB extract file will extract the state's HUB utilization and expenditures across seven reporting entities, including the Cabinet Department Agencies, Council of State Agencies, Supporting Agencies, Community Colleges, Public Schools, State Universities, and the State Construction Office. The contents of the extract file will be used by the HUB Office to complete the quarterly report submitted to the Governor's Office. Agencies will have the opportunity to review the contents of this report before it is submitted to the Governor's Office. The HUB Purchasing Detail Report will capture the commodity and spend information for each entity at a detailed level for those using the E-Procurement Service.
Data Elements Reported: (HUB Purchasing Detail Report) Entity, HUB Category, Term Contract Purchase Category, Commodity Purchase Category, Service Contract Purchase Category, Purchase Order Number, Commodity Code, Date PO Submitted, Supplier Name, Quantity, Unit Price, Tax, Other Costs, Extended Price, Term Contract Purchase Indicator Subtotal, Service Contract Purchase Indicator, HUB Category Subtotal, Entity Subtotal, Grand Total
(Extract file) Total Department, and breakdown in dollars by Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), and Disabled-Owned Business Enterprise (DBE-O).
Filters: Entity, HUB Category, Date
Sort: This report will offer the ability to dynamically sort the information by any field, based on the user's requirements for the data.

> ***Note: In order for the HUB Office to compile the quarterly HUB report submitted to the Governor and*** *based on the consideration that not all HUB reporting agencies will be utilizing the E-Procurement Service initially to facilitate the procurement process, the reporting team will provide the capability to create a flat file extract of the spend data for the entities using the Service. The HUB Office at each entity can then import the extract into their system for generating the HUB report. This will eliminate the need for the entities using the NC E-Procurement Service to manually submit their quarterly HUB purchasing report to the HUB Office. This in turn will eliminate a portion of the work effort that the HUB Office goes through in order to generate the report.*

Recycled Goods Report (available by end of calendar year 2001)

Purpose: This report will illustrate for each entity all purchase order lines for goods containing recycled materials. In the NC E-Procurement Service, catalog items containing recycled content will display a recycled content indicator, along with the item

description. For non-catalog items, users will manually indicate that the selected item contains recycled material.
Data Elements Reported: Entity, Commodity Code, Purchase Order Number, Contract Type, Date PO Submitted, Quantity, Unit Price, Tax, Other Costs, Extended Price, Term Contract Purchase Indicator Subtotal, Entity Subtotal, Grand Total
Filters: Entity, Date, Contract Type
Sort: This report will offer the ability to dynamically sort the information by any field, based on the user's requirements for the data.

> ***Note: It should be noted that this is an annual report, and since a full fiscal year's data will not be available at the end of fiscal year 2002, the State will need to rely on the NCAS report for fiscal year 2002.***

NCAS Reporting

In addition to the standard E-Procurement Service and predefined ad-hoc reports offered by the E-Procurement Service, NCAS-supported users can continue to leverage the NCAS reporting functionality. Requisition, purchase order, and receipt information will be pushed into NCAS, allowing users to run report views of information that are not available through the E-Procurement Service, e.g. payment information. Initially, users requesting reports at a lower level of detail than agency will rely on NCAS as well. With the deployment of the E-Procurement Service, users will find that a few of the traditional NCAS reports may not be applicable any longer. Specifically, NCAS approval reports will not be applicable since approvals are done through the NC E-Procurement service rather than through NCAS. Additionally, NCAS receiving reports will no longer be applicable since the receiving will be done in the new NC E-Procurement Service.